

**Minutes of a Special Session of the Common Council of the Town of Clarkdale  
Held on Wednesday, April 28, 2021 at 9:00 A.M. (Hybrid meeting in person and via  
Video-Conferencing)**

A Special Meeting of the Common Council of the Town of Clarkdale was held on Wednesday, April 28, 2021, at 9:00 A.M.

Town Council:

Mayor Robyn Prud'homme-Bauer  
Vice Mayor Debbie Hunseder  
Councilmember Bill Regner  
Councilmember Marney Babbitt-Pierce  
Councilmember Lisa O'Neill

Town Staff:

Town Manager Tracie Hlavinka  
Public Works Director Maher Hazine  
Police Chief Randy Taylor  
Interim Finance Director Rob Sweeney  
Parks and Recreation Manager Joni Westcott  
Community Development Director Ruth Mayday  
Parks and Recreation Coordinator Chell Smart  
Human Resources Manager Annie Oddonetto  
Town Clerk Mary Ellen Dunn

**ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND  
POSSIBLE ACTION, UNLESS OTHERWISE NOTED.**

**CALL TO ORDER – Meeting was called to order at 9:00 A.M. by Mayor  
Prud'homme-Bauer.**

Town Council:

Mayor Robyn Prud'homme-Bauer  
Vice Mayor Debbie Hunseder (via Zoom)  
Councilmember Bill Regner  
Councilmember Marney Babbitt-Pierce  
Councilmember Lisa O'Neill

Town Staff:

Town Manager Tracie Hlavinka  
Public Works Director Maher Hazine  
Police Chief Randy Taylor  
Interim Finance Director Rob Sweeney  
Parks and Recreation Manager Joni Westcott  
Community Development Director Ruth Mayday  
Parks and Recreation Coordinator Chell Smart

Human Resources Manager Annie Oddonetto  
Town Clerk Mary Ellen Dunn

### **NEW BUSINESS**

**FY 2021-2022 BUDGET WORK SESSION (ALL DAY)** – A work session with Council regarding the preliminary budget for FY 2021-2022.

This budget work session was opened by Town Manager Tracie Hlavinka. Hlavinka introduced the item and turned the discussion over to Finance Director Rob Sweeney who will be the staff lead. Rob explained the budget concepts, the differences between operating (daily service delivery) and capital (building, improving, purchasing) budgets, and defined supplemental budget requests, i.e., adding staff positions, increasing compensation and programming, adding services.

Sweeney also described the historic terminology (designated funds) and what the standard terminology is for those funds that we will be using (supplemental improvement requests and capital improvement requests).

Sweeney then asked for Council clarity and **direction** on what the policy objectives are with regards to Budget Stabilization Reserves (BSR) (Rainy Day Fund). He explained that this fund is different than contingency funds as the contingency funds are subject to Council approval. Council discussion followed and support for staff recommendations expressed.

Council Member Babbitt-Pierce asked about the investment policy. Discussion followed that standard investment practices are observed and in line with state law. "Everything that we have that is in the bank is invested in some way."

Sweeney also noted Council **direction** being sought on unrestricted funds allocation. Council Member noted in the past it was discussed to move surplus in sanitation fund to streets fund. Sweeney explained that monies in excess of funds to include in the BSR would be subject to possible appropriation to other projects or funds. Again, Council supported staff recommendations.

**Directions** requested regarding budget amendments and Council authority – Council action would be required regarding any use of contingency allocations, increases in personal service costs, additions of positions and amendments greater than \$50,000 is current policy. Council asked if the \$50,000 cap was high enough to be workable for staff and Sweeney stated he was comfortable with that amount. Council supported staff practices.

**Directions** requested regarding grants management policies and level of authority Council would like applied as policy. Staff recommendation would be: Council approval one-time for applying and accepting grant funds (any grant creating an obligation of the Town and any grant of \$50,000 or more). Approval for accepting grant funds can occur via the budget or movement of grant contingency. Council supports staff recommendations.

After a short recess, the Mayor reconvened the meeting.

Pension Policy **direction** requested regarding acceptance of unfunded actuarial accrued liability (UAAL) value, commitment to making annual required contributions (ARC), and commitment to be fully funded by June 30, 2046. Should additional payment(s) be committed? Council supported extra payment (Staff will prepare specific action for current use of contingency funds for the extra payment.) Council also supported continuing with prior Council's commitments.

General Fund expenditures and revenues were discussed and no Council questions followed. Enterprise funds were next in the discussion and again there were no Council questions.

Council **direction** was requested regarding Supplemental Requests. Staff recommendations include:

- \$130,000 additional payment toward PSPRS unfunded liability
- \$58,000 in IT equipment

Council Member Regner discussed streets projects. Sweeney explained that we can bring the discussion back for a discussion regarding capital projects.

Mayor recessed the meeting for lunch and reconvened shortly thereafter.

Continuing on with recommended requests by Town staff:

- \$10,000 neighborhood cleanup program
- \$100,000 accelerated code enforcement
- \$12,000 utility locating and marking services
- \$20,000 classification and compensation study
- \$84,000 COVID relief premium pay for essential workers
- \$62,250 COLA increases

Regarding code enforcement efforts, Town Manager Hlavinka explained that any additional clean up to properties that are hazards to health and/or safety, would be done on a contract basis rather than having Town staff perform the tasks. Property liens were also discussed.

With regard to the premium pay for essential workers, it was asked what other areas these funds could be used for and it was explained that it could be used for losses incurred during COVID and due to the pandemic, however we have not had losses yet. Could be used in other areas as well. These are American Rescue Plan Act (ARPA) funds. Other uses would be for water, sewer, broadband but there are additional funds available after this proposed allocation. Due to staff not receiving COLAs in the last fiscal year in preparation for negative effects of the pandemic, it is being proposed that this one-time special pay be made to the Town employees.

Council **directed** staff to move forward with the proposed supplemental requests.

Council proposed supplemental requests:

- Bitter Creek Bridge

- Extension of Cement Plant Road

Staff will return on either May 11<sup>th</sup> or June 22<sup>nd</sup> with ideas and thoughts on paper regarding the streets program per Council request on specific projects stated above.

Council was enthusiastic about the local initiatives, i.e., broadband and affordable housing. The other General Government, Parks, Cemetery Improvements, Vehicle Replacement Program, Wastewater and Water projects were supported by Council.

**FUTURE AGENDA ITEMS** - Listing of items to be placed on a future council agenda.

May 11 another work session

June 22 tentative budget

July 13 – public hearing/final budget

July 27 property tax budget

**ADJOURNMENT:** Without objection Mayor Robyn Prud'homme-Bauer adjourned the meeting at 2:19 P.M.

APPROVED:

  
Robyn Prud'homme-Bauer, Mayor

ATTESTED/SUBMITTED:

  
Mary Ellen Dunn, Town Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of the Town of Clarkdale, Arizona held on the 28<sup>th</sup> day of April 2021. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 12 day of May, 2021.

SEAL

  
Mary Ellen Dunn, Town Clerk